

**From:** Meta Smith  
**Sent:** Friday, February 24, 2012 1:48 PM  
**To:** Allen T Williams; Anatole L Monconduit; Cleveland P Melancon; Daniel P Boudreaux; Debbie W Millet; Drew P Tabor; George M Valentine; Gwen M Bean; Herbert J Edwards; Ivy Alberes; Jeffrey M Simoneaux; John H Achord; Kent M Templet; Kerry J Levet; Percy L Bell; Randall G Griffin; Rene C Becnel; Ryan J Becnel; Scot W Miller; Steve Poirrier; T J Ozburn; Wade S Miller; Kerry Long; Leo Scott; Damon J Babin; Terrance M Johnson; Elizabeth M Cromwell/AE/DuPont@DuPont; T Gene Clemons; Thomas Miller/CL/DuPont@DuPont; Daniel Monhollen; Glen E Powell; Ronald L Townley; Donna F Lowry; Eldridge Simon; Gary O1 Simpson  
**Subject:** JOB POSTING -- ADMINISTRATIVE SPECIALIST  
**Attach:** Admin Specialist.doc

---

JOB POSTING: Administrative Specialist

POSITION: Nonexempt Salary -- Days -- Reports to Meta Smith

QUALIFICATIONS: See attached job description

**SUBMISSION**

**REQUIREMENTS:** E-Mail interest to Meta Smith, include resume and any information relative to position qualifications

**APPLICATION**

**DEADLINE:** Monday, March 5 -- by or before 11:59 a.m.


**NOTE:** Qualified candidates will be subject to administration of validated clerical test

Feel free to contact me with any questions.

Regards,

Meta Smith  
DuPont Burnside  
DUCOM: 642-5980  
External: 225-473-5980  
Meta.Smith@usa.dupont.com

You're either part of the solution, or you're part of the problem -- Eldridge Cleaver

EXHIBIT #	10
EPONENT	E. Cromwell-Keays
 <b>TORRES REPORTING &amp; ASSOCIATES, INC.</b> COURT REPORTING & LITIGATION SERVICES www.torresreporting.com	

DSF0000647

## **Administrative Specialist**

### **Position Description**

**This position supports the administrative and logistics functions. The incumbent is responsible for:**

- Successful and efficient coordination of finished product shipping (rail and truck) and raw material receiving
- Clerical and administrative duties as required for a continuous improvement office environment
- Invoice verification (verification of receipt) and payment initiation

### **Required Skills**

**To be successful in this position the incumbent must possess these skills and abilities:**

- Demonstrated ability to initiate, establish and maintain effective collaborative relationships and communication with plant personnel, customer personnel and DuPont personnel at other locations
- Demonstrated ability to work independently and to self-manage. The incumbent must be able to recognize needs, organize and execute work with little or no involvement of others
- Demonstrated proficiency utilizing organizational, interpersonal, time management and multi-tasking skills to achieve desired business results
- Proficiency using MS Excel, Word, Windows environment
- Ability to troubleshoot and identify problems and engage in creative problem-solving
- Demonstrated working knowledge of SAP. Must also be able to learn and use other job specific software
- Demonstrated ability to work with individuals and teams of diverse backgrounds
- Demonstrated adaptability/flexibility in dealing with administrative tasks to meet demands and to ensure deadlines are met
- Demonstrated ability to maintain professionalism and confidentiality
- Effective communication, both written and oral
- Assessment of and adherence to business deadlines and time commitments
- Demonstrated ability to manage electronic and paper files.

**Other Desired Skill and/or Experiences (not necessarily required but considered a plus)**

- Experience with invoice management, receipt verification, account reconciliation
- Experience and/or understanding of supply chain and logistics

### **Education**

- Successful candidate should possess a two-year degree in Business Administration, Accounting or equivalent demonstrated and relevant experience